



## Volunteer Job Descriptions

These are job descriptions for standard LitSource volunteer positions.

- ❖ Tutor
- ❖ TALK English! Facilitator
- ❖ LEARN English! Classroom Assistant

Occasionally LitSource, Pikes Peak Library District's adult literacy and English language program, will have other volunteer opportunities. These may include (but not be limited to):

- ❖ Book Discussion Group Leader To organize and guide reading/discussion groups of LitSource participants
- ❖ Translators To conduct phone interviews or surveys with Learners; record phone messages
- ❖ Trainers To present tutor training or in-service workshops in areas of their expertise.
- ❖ Speakers Bureau To deliver presentations regarding LitSource services to community groups.
- ❖ Other Please, let us know other great ideas you have for how you'd like to help LitSource reach and serve adult low-level readers and English language learners in our community:

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When you complete a LitSource Volunteer Application Form please remember to indicate the position(s) you're interested in.

LitSource Office  
Penrose Library  
20 North Cascade  
Colorado Springs, CO 80903  
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**Job Description: Volunteer TALK English! Facilitator**

**Importance of Position:** Significantly impact the ability and willingness of adult English language learners to communicate effectively in everyday situations.

**Qualifications:**

- \* Be 18 years of age or older, speak English well using proper grammar and appropriate vocabulary, and have the ability to read and write English at a 12<sup>th</sup> grade level.
- \* Have good communication, listening and organizational skills.
- \* Ability to be sensitive, patient, understanding and respectful of learners' situations, needs and goals.
- \* Willingness to be creative, flexible, enthusiastic and have a sense of humor.
- \* Willingness to commit to a consistent weekly meeting schedule for 3 months.
- \* Willingness to accept your role as peer, not teacher.
- \* Successfully complete PPLD LitSource Facilitator Training.

**Responsible to:** Pikes Peak Library District LitSource Coordinator

**Responsibilities:**

1. Successful completion of 6-hour training program on the philosophy of the TALK English! program and the role and responsibilities of volunteer Facilitators.
2. Facilitate a weekly conversation group at a Library.
3. Display welcoming and courteous behavior toward group participants.
4. Be learner-centered. Plan and conduct conversation groups keyed to participant's specific needs and interests. Seek assistance from LitSource staff when needed.
5. Reporting requirements: Gather weekly participant sign-in sheets and individual registration forms and submit to LitSource office.
6. Communicate with LitSource staff, as far in advance as possible, if you cannot attend a regularly scheduled meeting and need to schedule a substitute Facilitator.

**Training Provided:** One time, 6-hour training, provides an understanding of the process and goals of the TALK English! program. Staff is available to discuss conversation topics and activities when necessary.

**Benefits of Volunteering:**

- \* Opportunity to positively impact the life of an adult English language learner.
- \* Opportunity to learn new skills.
- \* Meet people who share similar goals and interests.
- \* Meet people from all over the world.
- \* Deepened understanding of values and lifestyles different than your own.
- \* Have fun!

**Time Commitment:**

Initial 6-hour training, then approximately 3 hours per week preparing for, and leading, a conversation group.

**Length of Commitment:** Approximately 3 months following completion of Facilitator training.

**Grounds for Termination:**

- \* Failure to successfully complete the Facilitator Training program.
- \* Failure to carry out assigned responsibilities.
- \* Breach of confidentiality.

## **Job Description: Volunteer Adult Literacy Tutor**

**Importance of Position:** Significantly impact the life of an adult whose limited literacy or English language skill is a problem in their everyday life.

### **Qualifications:**

- \* Be 21 years of age or older, speak English well, and have the ability to read and write English at a 12th grade level. No previous teaching experience necessary.
- \* Have good communication, listening and organizational skills.
- \* Ability to be sensitive, patient, understanding and respectful of learner's situation, needs and goals.
- \* Willingness to be creative, flexible, enthusiastic and have a sense of humor.
- \* Willingness to accept your role as peer, not teacher.
- \* Willingness to commit to a consistent weekly meeting schedule for one-to-one tutoring with an assigned adult learner for a minimum of 6 months
- \* Successfully complete PPLD LitSource Tutor Training.

**Responsible to:** Pikes Peak Library District's LitSource Coordinator

### **Responsibilities:**

1. Successful completion of 18-hour tutor training program.
2. Once matched, work with your learner to establish a once-weekly meeting schedule in a neutral public location, usually a PPLD facility.
3. Be learner-centered. Plan and conduct tutorial sessions keyed to your learner's specific needs, interests and goals. Seek assistance from LitSource staff or other tutors when needed.
4. Attend in-service trainings when relevant to working with your learner.
5. Reporting requirements: Monthly progress report on hours of service, goals met and materials used - may be submitted by mail, fax or on-line. **If you stop meeting with your learner for any reason, notify LitSource staff immediately.**

**Training Provided:** An 18-hour training program on the philosophy of literacy, adult learning theory, reading, comprehension and writing techniques, the roles and responsibilities of tutors and program parameters. Following initial training, regular in-service and tutor support meetings are provided. Between meetings, staff and tutor mentors are available to discuss learner progress and problem solving when necessary.

### **Benefits of Volunteering:**

- \* Opportunity to positively impact the life of an adult learner whose limited literacy or English language skill is a problem in their everyday life.
- \* Knowing that you are helping an adult learner improve their basic skills and ability to function more effectively at work, home and in the community.
- \* Opportunity to learn new skills.
- \* Meet people who share similar goals and interests.
- \* Greater understanding of values and lifestyles different than your own.

**Time Commitment:** Initial 18-hour training, then approximately 4-6 hours per week preparing for, and meeting with, your learner; and occasional tutor in-service and networking opportunities.

**Length of Commitment:** Minimum 6 months following completion of tutor training.

### **Grounds for Termination:**

- \* Failure to successfully complete the Tutor Training program.
- \* Failure to carry out assigned responsibilities.
- \* Breach of confidentiality

**Job Description: Volunteer LEARN English! Classroom Assistant**

**Importance of Position:** Significantly impact the lives of adults whose limited English language skills are a problem in their everyday lives.

**Qualifications:**

- \* Be 18 years of age or older, speak English well, and have the ability to read and write English at a 12<sup>th</sup> grade level. No previous teaching experience necessary.
- \* Have good communication, listening and organizational skills.
- \* Willingness to be creative, flexible, enthusiastic and have a sense of humor.
- \* Ability to be sensitive, patient, understanding and respectful of learner's.
- \* Willingness to commit to a weekly class schedule for a minimum of 7 weeks.
- \* Willingness to accept your role as assistant, not teacher.
- \* Willingness to assist instructor and students in classroom activities.

**Responsible to:** LEARN English! Classroom Instructor

**Responsibilities:**

1. Assist LE Instructor with routine class management and instructional tasks.
2. Display welcoming and courteous behavior toward adult students.
3. Speak English using proper grammar and appropriate vocabulary.
4. Following Instructor's directions, assist students in classroom activities such as small group exercises, demonstrations, modeling dialogues and conversations.
5. If you are not able to attend a regularly scheduled class, notify your Instructor as far in advance as possible.

**Training Provided:** Meet with TE Instructor and agree on classroom duties. Instructor will provide ongoing instruction regarding opportunities to assist in the classroom

**Benefits of Volunteering:**

- \* Opportunity to positively impact the lives of adult English language learners.
- \* Opportunity to learn new skills.
- \* Meet community members from around the world.
- \* Deepened understanding of values and lifestyles different than your own.
- \* Learn ESL methodology.
- \* Learn about classroom management.

**Time Commitment:** A minimum of 2 hours per week.

**Length of Commitment:** Minimum 7 weeks.

**Grounds for Termination:**

- \* Lack of appropriate English language skills.
- \* Failure to carry out assigned responsibilities.
- \* Breach of confidentiality.



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